

**EASTERN ONTARIO DRAMA LEAGUE**

**One-Act Festival Guidelines**

*Revised June 2015*

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## **One-Act Festival Guidelines**



### **INTRODUCTION**

*We hope these notes will make your task as Festival Host Group easier. Some of the items mentioned are necessities. Others are simply helpful hints that come from former Chairpersons. If you discover ways to improve any of the processes outlined in this document, please advise an EODL board member. Your recommendations and suggestions will always be welcome!*

*Please note that the words “Chairman” and “Chairmen” are used throughout the document to mean either a male or female incumbent.*

**HAVE FUN!**

# EASTERN ONTARIO DRAMA LEAGUE

## One-Act Festival Guidelines

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## ***SOME GENERAL INFORMATION***

Before tackling the individual requirements of each member of the Festival Committee, here are a few general things to keep I mind:

1. The EODL President, the Festival Liaison, and the EODL Section Chairman should be informed of all meetings of the Festival Committee, and should receive minutes of all such meetings. The number of these meetings can be determined by the Festival Committee according to the expertise and needs of the people involved. Frequent meetings may provide moral support, can prevent overlapping of tasks, and can prove to be a source of ideas and motivation to get on with the job.
2. The Festival Committee will be asked by the EODL to help find suitable accommodation for the Festival Adjudicator. The EODL encourages the use of Bed & Breakfasts (with private bathroom) for the Adjudicators, as they are frequently less expensive than hotels or motels.
3. As a courtesy, ensure that seats are set-aside at the Awards Brunch for the Festival Adjudicator, as well as the EODL President (and guest).
4. When appointing someone to introduce the Adjudicator before each public adjudication, it is always wise to choose someone who is comfortable in this public-speaking role. At the discretion of the Festival Committee, this same person can be asked to welcome the audience before each set of plays, to brief the audience on the proceedings, and, as a courtesy, acknowledge the presence – in the audience – of the EODL President.
5. Following the Festival, you will be required to provide the EODL with a final report on all activities surrounding the Festival. With this in mind, ensure that all people involved in the Festival organization are made aware of this at the beginning so that they will keep the necessary notes.

6. Remember to keep copies of all newspaper articles, posters, flyers, Programs, etc., to send to the EODL Archivist once the Festival is over.
7. Elaborate facilities are not essential but the host group is expected to provide neutral flats or a curtain as a backdrop. Usually, basic lighting is set up to cover the main areas of the stage. An accurate plan of your stage, curtains, lighting, sound, backstage and makeup facilities, and technical information (see Appendix E) must be sent to all groups who indicate a preliminary intention to enter.
8. Although the Host Group has an automatic 'buy' into the festival, they ARE required to complete and submit an Entry Form (with all attachments), but the form is not time-sensitive; in other words, the first-come, first-served aspect of entering the One-Act Festival does not apply to the Host Group.
9. It is recommended that the Festival Chairman attend EODL meetings, if possible, to report on progress.
10. The forms in the Appendices are suggested samples only and would need to be recreated and adapted for your festival. But in doing so, please ensure that no information is missed!
11. It is recommended that the host group arrange for a Special Event 'rider' on their insurance policy.



## **DUTIES OF THE EODL**

1. Provide advice and support to the local Festival Committee
  
2. Send out invitations to enter, along with the Festival Rules (see Appendix A), and the Entry Form (see Appendix B), to all paid-up member groups of the Eastern Ontario Drama League. A list of these groups is available from the EODL Membership Chairman. Please note: *This package should be sent to the attention of each group's EODL representative rather than to the group's mailing address.*
  
3. Receive Entry Forms and confirm that the entering groups are paid-up group members by contacting the EODL Membership Chair.
  
4. Determine which groups will be participating in the One-Act Festival, based on a first-come, first-served basis. Since the Entry Forms are to be submitted by Registered Mail, the Festival Liaison will determine the exact date and time that the items were posted by using the following process:
  - a. On the web, go to [www.canadapost.ca](http://www.canadapost.ca)
  - b. Enter registration number into "Tracking Numbers" box
  - c. Click on the spyglass icon
  - d. The date and time that the item was first received at a postal outlet is shown.

*Note – The Host Group's Entry Form is not time-sensitive.*
  
5. Inform the Festival Committee promptly of the number and names of participating groups, as well as the phone numbers and email addresses of the contact person for each group.
  
6. Forward copies of all the entry forms to the Festival Committee Chair.

- 7 Following the closing date for the receipt of the Entry Forms, send out the Technical Information (see Appendix E), the Privacy Consent Form (see Appendix C), and the Stage Manager's Information Sheet (see Appendix D) to all of the groups that have submitted an Entry Form.
  
- 8 Determine – with the Festival Chair - the order in which the groups will perform in the festival. The order of the playbill is usually determined as follows:
  - The Host Group performs first.
  - The order of playing for all other entrants is determined by distance from the host city (per the CAA kilometer chart), i.e. the shorter the distance, the earlier the performance time.

Changes to this order may be made by mutual consent of affected parties, including the EODL President, the Festival Liaison, and the Festival Chairman.
  
- 9 Read all submitted plays (Festival Liaison) to ensure that they are acceptable and appropriate for all audiences.
  
- 10 Hire and pay fees and expenses of the Festival Adjudicator
  
- 11 Other duties already described in these pages.



**LET'S BEGIN...**

## **DUTIES OF THE HOST GROUP**

1. Invite the Eastern Ontario Drama League (EODL) to hold its Festival in your locale.
  
2. Set up a Festival Committee. It may be advantageous to involve not only group members, but other community people with reputations for being conscientious and well organized in whatever areas you need them. Since this committee is a committee of the EODL, certain members of the EODL are ex officio members: EODL President, and the EODL Festival Liaison. The local members of the Festival Committee should include:
  - Chairman
  - Vice-Chairman
  - Secretary
  - Treasurer
  - Escort for the Adjudicator, and
  - Chairmen for such committees as:
    - Accommodation
    - Awards
    - Front of House\*
    - Hospitality
    - Program
    - Publicity
    - Stage Management
    - Tickets

And any other committees you feel are necessary.

**NOTE \*** – In these guidelines, Front of House has not been allotted a separate job description; this is an area that is tailored to the individual theatre, and should be handled in the same manner as your regular productions.

The Festival Chairman is automatically a member of the EODL Board for the full year during which the festival is held.

3. Start early. It is strongly recommended that the Festival Committee start meeting immediately, since early beginnings make possible some of the following:
  - Applications to government bodies for supporting grants;
  - The obtaining of national advertising for the Program, if desired;
  - The obtaining of theatre and hospitality facilities and people (e.g. caterers, etc.), all of which should be booked well in advance of the event;
  - The obtaining of sponsors of the Festival and/or individual plays;
  - A well-planned publicity campaign;
  - Success in inviting local celebrities as special guests, if desired
  
4. The One-Act Festival is usually held on a weekend in early-November. Choose dates, venue, and festival name as soon as possible, and inform the EODL.
  
5. Strike a budget (see sample at Appendix H). Things to keep in mind:
  - Do not include the groups' entry fees in your budget as these go directly to EODL, who hires and pays the Adjudicator.
  - If renting a facility, be sure to enquire about liability insurance.
  - Remember to include, as part of your expenses, the Festival Guarantee of \$25 per play, payable to EODL, to help defer the Adjudicator's fees and expenses.
  - A motion was passed at the November 1999 EODL meeting that the Host Group would give EODL 30% of any profit in excess of \$1,000.
  
6. Since participating groups must send their Entry Form and entry fee to the EODL Festival Liaison by a stipulated deadline, the Festival Liaison will notify the Festival Chairman of the number and names of the groups that will be competing during the festival, as well as the phone numbers and email addresses of the contact person for each group. The Festival Liaison will send copies of the entry forms to the Festival Chairman.

7. The Festival Liaison and Festival Chairman will work together to determine the order in which the groups will perform in the festival. The order of the playbill is usually determined as follows:
  - The Host Group performs first.
  - The order of playing for all other entrants is determined by distance from the host city (per the CAA kilometer chart), i.e. the shorter the distance, the earlier the performance time.

Changes to this order may be made by mutual consent of affected parties, including the EODL President, the Festival Liaison, and the Festival Chairman.

8. Festival Committee then sends out invitations, ticket order form (see sample at Appendix G), and accommodation information (see sample at Appendix F) to the participating groups. The covering letter should include vital information such as dates, curtain times, details surrounding entry to the theatre, timing and location of detailed adjudications, etc.
9. Festival invitations, ticket order form (see sample at Appendix G), and accommodation information (see sample at Appendix F) should also be mailed out to all other EODL member groups and all EODL individual members.
10. A letter of invitation (offering complimentary tickets) should be sent to Theatre Ontario through their Executive Director, inviting a representative to attend the Festival; request a response so that seats can be set aside.
11. During the festival run, it is recommended that all Festival Committee members wear identification tags.

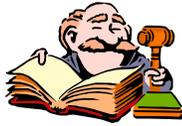


## ***ADJUDICATOR'S ESCORT***

The Host Group should provide a person who will look after the Adjudicator during the entire run of the Festival. The escort should:

- Contact the Adjudicator as soon as possible to introduce him or herself as the Adjudicator's "personal aide" and make it clear that he/she is looking after the Adjudicator on behalf of the host group;
- Enquire about the type of accommodation the Adjudicator would like, and book it, if necessary;
- Find out if Adjudicator would need to be picked up at a train/bus station, etc. and taken to his/her hotel; or if the Adjudicator is driving, does he/she need instructions;
- Enquire if the Adjudicator has any special needs to be addressed during the run of the festival (e.g. seating preferences at the theatre, lighted clipboard, podium for public adjudications, etc.);
- Ensure that the Adjudicator gets to and from the theatre;
- Ensure that the Adjudicator has access to a private room for deliberations and that the room contains refreshments;
- Ensure that the Adjudicator receives the playbill, schedule, relevant information on festival events or any pertinent information regarding the performances, etc. as soon as possible; and
- Ensure that the Adjudicator is invited to Green Rooms following the detailed adjudications.

The Adjudicator's Escort should be available to assist the Adjudicator for the entire Festival.



## **ADJUDICATIONS (Public and Detailed)**

### Public

Following each set of 3 plays, the Adjudicator will be introduced; the Adjudicator will then deliver a public adjudication\*. This process is repeated after each set of 3 plays. Please ensure that a lectern is available and in place for the public adjudications.

### Detailed

Following each public adjudication, the Adjudicator will meet with the casts and crews of each of the three productions. It will be necessary to speak with the Adjudicator in advance, to ensure if his/her preference is to conduct these detailed adjudications with each group separately or with all three groups at once.

As well, observers can attend the detailed adjudications, but must remain physically apart from the cast and crew, and in an “observation-only” mode (no active participation). It must be evident to the adjudicator who the cast and crew members are, and who the observers are.

### EODL Representation at Detailed Adjudications

It is mandatory that the EODL President (or designate) be present at all detailed adjudications.

*\* This public adjudication should be approximately 10-20 minutes in length and should cover all aspects of the production, including direction, acting, presentation, and a general evaluation of the success of the production as a whole. At the discretion of the adjudicator, remarks may be made about the play itself, the playwright, the intent, the history and the genre, but the adjudicator must ensure that the above-listed aspects are covered as appropriate. It is understood that the adjudications cover the productions as presented, not personal opinions on the scripts.*



## **ACCOMMODATION**

1. It is customary to provide accommodation information to participating groups. A choice of at least two options in different price ranges is desirable. It is often beneficial to have a particular hotel/motel designated as an “EODL Festival Hotel”, with special rates.
2. Booking accommodation is up to the individuals or groups, but the form provided (see Appendix F) should include the name, address, telephone number, and e-mail address of the Accommodation Chairman in case assistance is required.
3. A map of your city or town is also helpful, as well as a list of local events, attractions, and restaurants.



## AWARDS

*It is important to note that paid professionals may participate but are not eligible for EODL festival awards. For this purpose, “paid professional” is defined as a resource person to whom fees are paid for professional services for this production. These fees do not include reimbursement for out-of-pocket expenses.*

1. The Chairman of your Awards Committee works closely with the EODL Awards Chairman.
2. The EODL Awards Chairman will locate the awards and have them sent to the local Awards Chairman. This should be done well ahead of time. You may wish to display the awards for publicity.
3. The Festival Adjudicator will determine the recipients of all of the awards, with the exception of the Brighton Barn Theatre People’s Choice Award. Please see the next page for information on the *People’s Choice Award*.
4. The Awards list – with spaces left for winners’ names – must appear in the Program (see Appendix J).
5. The EODL Awards Chairman, likely in consultation with the local Awards Chairman, will arrange for the presenters of awards. This job will probably not be completed until the day of the Awards Ceremony.
6. The local Awards Chairman will have a stage crew available and be prepared to set the stage for the Awards Ceremony. A table and the appropriate number of chairs should be on hand to go on stage. Lecterns should be provided for both the Adjudicator and the Master of Ceremonies. A public address system may be necessary, depending on the size of the hall.
7. Choose a Master of Ceremonies (MC) for the Awards Ceremony, preferably a local person.
8. If possible, arrange for a photographer for the Awards Ceremony.

### ***The People's Choice Award***

In 2003, Brighton Barn Theatre donated a trophy to the EODL One-Act Festival that would honour the favourite play of the Festival, as chosen by the audience.

#### STIPULATION –

The only people who are permitted to vote for their favourite play are those who attend ALL performances during the run of the Festival.

#### SUGGESTED VOTING PROCESS –

A ballot (see Appendix I) should be provided to all individuals who purchase a complete ticket package:

- If the tickets are being mailed out, this ballot can be sent with the tickets.
- If your group holds the tickets for pickup at the box office, the ballot can be handed out when the tickets are picked up.
- If someone buys their ticket package at the box office, a ballot is to be included with his or her tickets.

Following the final performance of the Festival on Saturday night, voters can complete and place their ballots in ballot boxes in the theatre lobby. It might be worthwhile to have the MC announce this process at the beginning of the third set of plays, as a reminder to the voters; likewise, this is something that could be put into the Festival program.

At the end of the evening, the EODL Awards chairman, together with the local Awards Chairman, will collect and tabulate the votes.

The EODL Awards Chairman will advise the Festival Adjudicator of the outcome of the People's Choice Award vote, and the Adjudicator will announce the winner during the Awards Ceremony.



## **THE AWARDS CEREMONY**

*This outline of an Awards Ceremony is offered to avoid having you reinvent the wheel, but is by no means mandatory. In recent years, the Awards Ceremony has been held on Sunday morning and included a brunch or luncheon for the guests. The ceremony and process of presenting the awards can be adjusted to suit your facility and resources.*

### Important Note

It is recommended that there be a specific table set up at the Awards Brunch or Luncheon for the President of EODL (and guest), the Adjudicator (and guest), and the Festival Chairperson (and guest).

Once the brunch or luncheon is over, the Awards Ceremony begins:

- The MC introduces the EODL President, the Theatre Ontario Representative (if present) and any other dignitaries. Some or all of these people may speak briefly (this will have been established earlier).
- The MC asks that award winners remain on stage after receiving their award for press pictures and trophy information from the EODL Awards Chairman.
- The MC introduces the EODL Awards Chairperson and the local Festival Awards Chairman.
- The MC reintroduces the Adjudicator and asks if he/she wishes to make any comments before beginning awards announcements (some Adjudicators give a brief overall adjudication).
- The EODL Awards Chairman and the local Festival Awards Chairman take their places by the awards table.
- The MC announces award and introduces presenter.
- The EODL Awards Chairman hands the presenter the correct award.

- The Adjudicator announces the individuals or groups who he/she considered for the award, and then announces the award winner.
- After receiving the award, the winner(s) is (are) seated on stage.
- Once all awards are announced, the MC congratulates the winners, and if arrangements have been made for a photographer to take a group photo of the winners, the MC should request that they remain in their seats.  
*Note: The Festival Awards Chairman should identify and list all of the winners from left to right; this is important information to provide to the media photographers.*
  - The MC concludes the ceremony by thanking the Adjudicator and presenters.
  - The EODL Awards Chairman, with the help of the local Festival Awards Chairperson, then distributes the carrying cases and return instructions to each winner. Winners must complete the Trophy Registration Forms immediately.



## **HOSPITALITY**

1. It is a nice gesture if this committee can arrange to keep the Festival Stage Manager and his/her crew provided with coffee, tea, and snacks for the performing groups during their rehearsal time.
2. It is customary to hold a Green Room each evening. Complimentary tickets to the Green Room are given to the cast and working crew (maximum 6 tickets for crew) of that evening's productions. All other guests pay for the Green Room (*Note: Because of the complimentary cast and crew tickets, the Green Room food budget is likely to be a deficit item*). There is usually a cash bar.
3. Although the Green Room refreshments are also intended for the backstage crew, there is frequently little food left by the time they finish their strike, so a separate supply of food backstage for this crew would be welcomed.
4. The Festival Committee sometimes appoints local hosts and hostesses for each Green Room. Their job is to make sure that out-of-town people are made welcome. The hosts and hostesses should be identified with name tags.
5. Although it is not a Festival Committee responsibility, the Committee should be aware that the Host Group, through its EODL Representative, will be asked to arrange for a facility and lunch for the people who attend the EODL General Meeting, generally held on the Saturday morning. The cost of the lunch is calculated, and each EODL member attending the meeting pays his/her share so that there is no cost to the Host Group.



## **PROGRAMS**

1. Beware of costly Programs. They are not necessary and they have been known to turn a financial statement from black to red! Do not choose paper and ink colours that will make the program difficult to read in a low-light theatre. Keep your program simple, legible, and preferably stapled.
  
2. Participating groups are often tardy about submitting Program information on time. Therefore, it is wise to set a deadline for this information, after which time the groups will be responsible for providing Program inserts.
  
3. Include in the Program:
  - A brief biography of the Adjudicator, and possibly a photograph
  
  - A list of the EODL Executive and Board of Directors, available through the EODL Membership Chairman. Include the EODL Group representatives, if space is available.
  
  - The EODL Foundation Contributors, available through the EODL Foundation Chairman.
  
  - Below the list of Foundation Contributors, the following should be listed:  
*EODL is grateful for bequests from:*  
*The Estate of Dorian Rankin*  
*The Estate of Joan McRae*
  
  - The Festival Committee.
  
  - If space permits, the Executive of the Host Group.
  
  - The Program notes for each play, including the website (if available) of each of the participating groups.

- A note re the Public Adjudication process (e.g. “Following each set of plays, etc... you are invited to remain in your seats, etc...”). This could also be accomplished verbally, before each set of plays, by the same person who will introduce the Adjudicator.
  - The awards list (see Appendix J), with spaces left for winners’ names.
4. Be sure that the Festival dates, including the year, appear on the Program and that the cover states that this is an Eastern Ontario Drama League Festival; it is customary to include the EODL logo if possible.
  5. Some Host Groups have sold advertising for the Program, to help defer costs.
  6. For awards purposes, an asterisk should be placed beside the names of all students and first-time directors participating in the festival productions. This information can be gathered from the entrants’ Festival Entry Form.



## ***PUBLICITY***

Because publicity is a highly localized business, guidelines are difficult to provide. However, the following suggestions are offered:

1. News releases are a great source of free publicity. Most local newspapers and radio stations will use them as news, particularly if you have bought advertising from them.
2. Radio, television (local cable shows) and newspaper interviews can often be arranged (i.e. with the Adjudicator, EODL President, Festival Chairperson, etc.).
3. Arrangements can be made to have the awards displayed in a store window for a period of time leading up to the Festival.
4. Letters can be sent to local groups (a list of local organizations is usually available from the Chamber of Commerce) informing them of the Festival.
5. Information can also be sent to the theatre arts teachers at local schools.
6. EODL representatives and members can publicize the Festival in their own areas.
7. Publicity aimed at EODL member groups and EODL individual members is important to ensure the maximum attendance possible.



## **STAGE MANAGEMENT**

1. The Festival Stage Manager should be on hand to let the groups into the building and to acquaint them with the facilities (lighting, sound, etc.), and the rules of the house (e.g. where smoking is permitted, etc.). If possible, the Festival Stage Manager should arrange a preview date prior to the Festival so that the participating groups can familiarize themselves with the facilities.
2. The Festival Stage Manager (or his/her designate) should be on hand at all times to answer questions regarding the theatre and assist the participating groups as much as possible.
3. The Festival Stage Manager allots areas backstage for the sets and props of the groups competing, and allots dressing room space for the casts.
4. The Festival Stage Manager will receive copies of scripts of all submitted plays from the EODL Festival Liaison. The FSM should read all plays to be aware of what to expect during the actual productions.
5. You might want to make a list of your own stage equipment and check it after each group leaves. It is easy for a group to mistakenly pack something that belongs to the theatre.
6. Each competing group is to be allotted the same amount of rehearsal and preparation time. The MINIMUM rehearsal time is one hour for each competing group. Usually rehearsals are held in reverse order of playing, so that the set of the last play is left in place ready for curtain time.
7. Groups will need to use some of their rehearsal time as a technical run and will want to spike the stage floor for their set. It might be a good idea to have 3 colours of tape on hand for this purpose, assigning each group a different colour.

8. To ensure the smooth operation of the opening of the play, the Festival Stage Manager should operate as a liaison between Front of House, run by a local person, and the Stage Manager of the visiting production.
  
9. The Festival Stage Manager is responsible for ensuring that set-up and strike times are in line with the Festival rules. All sets must go up in 10 minutes or less, and be struck in 5 minutes or less. It is recommended that the Festival Stage Manager provide a “one minute left” warning to the Stage Manager of the visiting production.
  
10. The Festival Stage Manager is responsible for reporting if a group has violated any of the Festival Rules. The Festival Stage Manager must bring the violation to the attention of the Stage Manager of the visiting production, as well as to the local Festival Chairman, the EODL President, and the EODL Festival Liaison. All violations of the Festival Rules will be handled, on a case-by-case basis, at the discretion of this group of people.
  
11. The Festival Stage Manager is responsible for ensuring that only herbal cigarettes are used on stage.



## TICKETS

1. Prices of tickets to the theatre and Green Rooms are the decision of the Festival Committee. Series tickets are often offered at a reduced rate and Green Room fees may be included in the price of the ticket package. Modest ticket prices encourage attendance and experience has shown that 'package deals' sell more tickets.
2. Having different coloured tickets for each set of plays and/or Green Room event is wise. Print "no refund" on each ticket, if that is to be your policy.
3. A ticket order form (see Appendix G) should be sent to all EODL individual members and member groups, including all participating groups. You will likely want to send one to your own membership as well. If your group is large, and your theatre small, EODL members and member groups should be given an opportunity to order their tickets first. Give them a deadline date, after which you could open your sales to local residents.
4. Complimentary tickets:
  - There must be two complimentary tickets provided (or at least the seats set aside) for the **Adjudicator**: one for him/her, and one for his/her papers. It is recommended that the Adjudicator be consulted regarding WHERE he/she would like to sit (on an aisle, in the center, etc.). As well, the Adjudicator should be given tickets for two to the Awards Brunch. The cost for these brunch tickets is covered by the host group.

*Please note that the complimentary tickets listed below are for the plays only, and do not include tickets for green rooms (if priced separately), nor tickets for the Awards Brunch.*

- Two complimentary tickets must be offered to the **EODL President**.
- *Complimentary tickets for one set of three plays are to be offered to the winner of the **EODL Student Scholarship**, so that the EODL President might present the student with the certificate and the cheque. Note: the winner of this scholarship is chosen at the EODL September meeting. Please contact the EODL President for the winner's name and address, following the September meeting.*

- Complimentary tickets for one set of three plays are to be offered to the winner of the **Pat Beharriell Student Scholarship**, so that the EODL President might present the student with the certificate and the cheque. *Note: the winner of this scholarship is chosen at the EODL September meeting. Please contact the EODL President for the winner's name and address, following the September meeting.*
- Complimentary tickets for two must be offered to the winners of the **Theatre Ontario Michael Spence Award**. As per the motion that was made and passed at the EODL meeting of November 9, 1996, held in Bancroft, the winners of this award receive lifetime passes for two to all EODL festivals. This is best handled by sending an invitation and complimentary tickets directly to the winners at their home addresses as indicated on the EODL individual membership list. In the event that your tickets have not yet been printed, you should send the winners a letter that can be taken to the box office to exchange for complimentary tickets:

The 2002 winner is ARLENE WATSON  
 The 2007 winner is BETH McMASTER  
 The 2012 winner is MARGARET SHEARMAN  
 The 2013 winner is JOE O'BRIEN

*(The 1997 winner was Joan McRae, who is now deceased).*

Note – EODL will reimburse the host group for both the One-Act and Spring Play Festivals for tickets used by the Michael Spence award recipients. Following the festival, the host group must invoice the EODL Treasurer with the names of those who used the tickets.

- If the Mayor or some other local dignitary presents an award, you may want to give him/her a complimentary ticket.
  - If a representative of Theatre Ontario attends the Festival, you may want to give him/her complimentary tickets.
  - The director of each play is usually given a complimentary ticket for the set of three plays in which his/her play is performing.
  - Some complimentary tickets should be offered to media representatives.
5. The ticket person is usually expected to handle the mail orders for Green Room tickets. Again a different colour for each night is advisable.



## ***SUGGESTED TIMING FOR TASKS***

November	EODL confirms Host Group
January	Host Group appoints Festival Chairman
January-March/April	Chairman forms Committee; Committee meets.
March/April	Chairman attends EODL meeting to report progress.
Early-August	One-Act Festival Rules, Entry Forms, and invitation letter mailed out to all EODL member groups by the EODL Festival Liaison.
Early September	Stage Manager's Information Sheet, Privacy Consent Form, and Technical Information are mailed to groups who sent in an Entry Form. These forms are mailed out by the EODL Festival Liaison.
Mid-September	Entry Forms are returned to EODL Festival Liaison, who contacts the Festival Chairman to set the Playbill. The Festival Liaison then sends one copy of each entry to the Festival Chairman. Included will be one copy of the script for the Festival Stage Manager. The Festival Liaison will also send one copy of each script to the Adjudicator.
End-September	Playbill is announced by Festival Chairman. Ticket Order Form and Accommodation Information are mailed out to all EODL individual and member groups.
Early-November	Show time!

## **APPENDIX A**

### **ONE-ACT FESTIVAL RULES**

1. This competition is open to any amateur adult drama group that is a member in good standing of the Eastern Ontario Drama League and that has been formally organized at least three months before the Festival opening.
2. For purposes of the EODL Festivals, a one-act play is defined as one with a minimum playing time of 25 minutes, and a maximum of 60 minutes, including any pre- and/or post-production music. There is no cast number regulation.
3. If an EODL member group enters more than one play into the festival, an Entry Form is to be completed FOR EACH PLAY that the group is entering.
4. These Entry Forms are to be sent to EODL Festival Liaison (see entry form for address) before the date indicated. Entries must be sent by Registered Mail (or by Xpresspost if the parcel exceeds the weight and size restrictions for Registered Mail) and must include:
  - A cheque or money order made payable to the Eastern Ontario Drama League, for the entry fee (\$50 per play).
  - Three copies of your script (with any cuts and/or changes indicated, as well as playwright approval for the cuts and/or changes). Scripts must be original; photocopies are NOT permitted due to copyright laws.
  - Scripts will not be returned to the entry group unless specifically requested by the group, in writing, to the EODL Festival Liaison. **See note on copyright infringements at the end of this section.**
5. A theatre company may enter more than one play. However, in the event of an excessive number of entries, it may be necessary to reverse this decision and limit the entries to one per group. Be prepared to make the decision of WHICH PLAY will be entered, should this occur.
6. No more than nine plays will be selected, and entries chosen on a first-come, first-served basis. As Entry Forms will be sent by Registered Mail, the date and time of registration will be used to determine eligibility.

7. The order of the playbill will be determined as follows:

- The Host Group will perform first.
- The order of playing for all other entrants will be determined by distance from the host city (per the CAA kilometer chart), i.e. the shorter the distance, the earlier the playing time.

Changes to this order may be made by mutual consent of affected parties, including the EODL President, the Festival Liaison, and the Festival Chairman.

8. Sets must be erected in 10 minutes or less, and struck in 5 minutes or less, therefore box sets are discouraged.

9. A group is responsible for supplying and transporting its own sets, properties, and costumes. The festival Host Group will supply a simple set of stage drapes, and basic lighting.

10. All costs, royalties, trucking, transportation, and accommodation are the responsibility of the entrant.

11. Rehearsal time of at least one hour for each competing group shall be allotted by the Festival Committee.

12. The entry fee is not returnable after the Entry closing date.

13. The cast should be prepared for ONLY ONE curtain call.

14. Although the host group will have stage equipment and tools that participating groups can use during the festival, it is recommended that groups bring their own. It is suggested that a checklist be used to ensure your group does not leave any equipment or tools behind, following the performance and strike.

15. The participating groups may tape the private adjudications for the benefit of absent group members.

16. A group may engage the services of a paid professional (e.g. a Director), but it is important to note that paid professionals are not eligible for EODL festival awards. For this purpose, “paid professional” is defined as a resource person to whom fees are paid for professional services for this production. These fees do not include reimbursement for out of pocket expenses.
17. The cost of engraving the trophies is the responsibility of the winning individual or group.
18. If smoking is required during a festival production, the group may only use herbal cigarettes.
19. Any group who breaks a copyright law (e.g. changes a line or sex of a character without written permission – see below) will not be eligible for any awards. The actors are not exempt, just the play/production.

### ***IMPORTANT INFORMATION ABOUT COPYRIGHT INFRINGEMENTS***

***The Canadian Copyright Act (1924) protects the author’s integrity by ensuring that their work is not misinterpreted or used to convey an impression that the author never intended.***

*Therefore, it is illegal to change any text within a script without written permission from the author or author’s agent. This includes the dropping of any text because of language issues or religious (blasphemy) issues. It also does not allow for changing the gender of the character; a female may play a male part, but must deliver a performance as a male and vice-versa.*

*In order to make changes, contact has to be made with the author or author’s agent, preferably in writing, asking for permission. If that permission is granted, then a copy of this written approval must accompany the scripts with the Final Entry Form. If permission is not granted, then the text is not to be altered.*

**APPENDIX B**  
**FESTIVAL ENTRY FORM (3 pages)**

**PLEASE NOTE THAT EODL GROUP MEMBERSHIP FEES MUST BE PAID IN FULL PRIOR TO SUBMISSION OF THIS FESTIVAL ENTRY FORM.**

EASTERN ONTARIO DRAMA LEAGUE  
 One-Act Festival  
 (Dates –including year– and Location)

**FESTIVAL ENTRY FORM**

Please return two copies of this Entry Form, by Registered Mail, by \_\_\_\_\_ to:  
 EODL Festival Liaison (date)  
 Address  
 Telephone

For each play, include:

1. Two copies of the Entry Form
2. A cheque for \$50 made payable to EASTERN ONTARIO DRAMA LEAGUE
3. Three original copies of the script (with cuts and/or changes indicated, as well as playwright's approval for the cuts and changes). *Note: photocopies of the script are not acceptable.*

GROUP NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON –

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # Home : \_\_\_\_\_ Work : \_\_\_\_\_

Cell: \_\_\_\_\_ Email \_\_\_\_\_

Is this play suitable for children under 12 years of age? \_\_\_\_\_

**Information Required for the Program:**

GROUP WEB SITE (If available): \_\_\_\_\_

NAME OF THE PLAY \_\_\_\_\_

AUTHOR \_\_\_\_\_

SETTING OF THE PLAY Period - \_\_\_\_\_ Locale - \_\_\_\_\_

RUNNING TIME OF THE PLAY (in minutes) \_\_\_\_\_

**APPENDIX B - FESTIVAL ENTRY (continued)**

CAST IN ORDER OF APPEARANCE (Use additional paper of necessary)

Character's NameActor's Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## PRODUCTION CREW:

Director	_____
Producer	_____
Stage Manager	_____
Set Designer	_____
Set Dresser	_____
Wardrobe	_____
Costume Designer	_____
Sound	_____
Lighting	_____
Properties	_____
Make-Up	_____
Prompter	_____

Assistants in the above areas (please specify which areas, and use additional paper if necessary)

**APPENDIX B - FESTIVAL ENTRY (continued)**

PRODUCED BY SPECIAL ARRANGEMENT WITH:

PLEASE NOTE The above information will be used in the Festival Program.  
Any **changes** must reach the Festival Chairman:

(Name, Address, Telephone Number, and Email address)

**NO LATER THAN** \_\_\_\_\_  
(date)

**Information Required for Awards Purposes**

- 1- Please identify any STUDENT(S) in the cast or production crew. To be considered for award recognition, a "student" is defined as a full-time student attending school, and not exceeding eighteen years of age.

2- Please indicate if FIRST-TIME DIRECTOR: Yes \_\_\_\_\_ No \_\_\_\_\_

- 3- Please identify if a PROFESSIONAL PERSON has been hired (in any capacity) and been paid for his/her work on this production:

*It is our intention to enter a one-act play in the Eastern Ontario Drama League One-Act Play Festival, to be held (dates). We agree to abide by the Festival Rules already distributed by the Festival Chairman.*

\_\_\_\_\_  
(Signature of Producer)

**PLEASE NOTE THAT EODL GROUP MEMBERSHIP FEES  
MUST BE PAID IN FULL PRIOR TO SUBMISSION  
OF THIS FESTIVAL ENTRY FORM.**

## **APPENDIX C PRIVACY CONSENT FORM**

The Eastern Ontario Drama League is committed to using personal information in a respectful and useful way. EODL will never disclose personal information to any third party; it will not sell, trade or rent personal information to other organizations or individuals.

In certain circumstances (e.g. advance publicity for the Festival and subsequent announcement of awards), names and photos of cast and crew members plus production photos may be published in the EODL newsletter "The Yodler" and/or the presenting host's newsletters, house programs and/or website. Production photos provided by the participating theater groups may be supplied in advance to the media. During the Festival, media and/or an archival house photographer may be invited to attend rehearsals and/or performances (with advance notice to the performing ensemble) and the awards ceremony to photograph and/or video the proceedings.

For this reason it is necessary to have your cast and crew sign a consent form. By signing this form, the individual is giving consent to the use of his/her information as indicated above.

On the form, please provide the names, addresses, phone numbers, and e-mail addresses (where applicable) of **ALL** cast and crew members associated with your production. Have each person **initial his/her consent** in the appropriate column. If someone does not consent, his printed name and a check mark in the proper column will suffice.

After your theater company's participation in the EODL Festival has been confirmed, please send the completed form to:

Arlene Watson, EODL Privacy  
2759 Carousel Crescent, Apt 804, Ottawa ON K1T 2N5

See pages ATTACHED TO THIS FILE for Privacy Consent Form.

## **APPENDIX D STAGE MANAGER'S INFORMATION SHEET**

PLEASE FILL OUT AND RETURN TO:  
(Name and address of Festival Stage Manager)

NAME OF GROUP \_\_\_\_\_

LOCATION OF GROUP (City) \_\_\_\_\_

NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER, and EMAIL ADDRESS OF:

PRODUCER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STAGE MANAGER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NUMBER IN WORKING CREW BACKSTAGE \_\_\_\_\_

APPROXIMATE PLAYING TIME (in minutes) \_\_\_\_\_

Within the scope of the One-Act Festival Rules, do you have any special requirements with which we might be able to help?

If we wish to contact you regarding backstage and technical matters, we should call:

NAME \_\_\_\_\_

PHONE Home - \_\_\_\_\_ Work - \_\_\_\_\_ E-MAIL - \_\_\_\_\_

## **APPENDIX E TECHNICAL INFORMATION**

### **SAMPLE**

EASTERN ONTARIO DRAMA LEAGUE  
One-Act Festival  
Hosted by ABC Theatre Guild  
(date, including year)

#### **FESTIVAL THEATRE SPECIFICATIONS**

##### **LOCATION**

ABC Collegiate Institute  
Smith Street (between Jane Street and John Avenue)

##### **NOTES**

1. The stage is on the second floor of the school
2. There is NO elevator in the school
3. All set components have to be carried up two flights of stairs

##### **RULES OF THE FACILITY**

This is a non-smoking facility

##### **SEATING CAPACITY**

Orchestra – 692 (Balcony will not be used)

##### **AUDITORIUM DIMENSIONS**

Length            56 feet  
Width             81 feet  
Free Height      40 feet (approximately)

##### **PARKING**

40 spaces	South of school	Access from Mary Street
20 spaces	South of school	Access from Smith Street

##### **STAGE INFORMATION**

###### **DIMENSIONS –**

Proscenium Opening - Width 40 feet / Height 14 feet

Curtain line - To upstage wall, 14 feet / To downstage apron, 6.5 feet

Centre line - To stage left clear, 20 feet / To stage right clear, 20 feet

Stage floor to overhead light fixtures, 14 feet

###### **FLYS –**

The flies in this school have not been used a great deal and we do not recommend using them.

###### **DRAPES –**

Main curtain	Operated Stage Left
Teasers	3 sets – black cloth
Cyclorama	Black cloth – 1 foot from back wall

## **APPENDIX E – TECHNICAL INFORMATION (continued)**

### **S A M P L E**

#### **LIGHTING**

Lighting Control	Location – Back Stage Left Type – 10 channel – One pre-set All on dimmer circuits
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Follow Spot	1000 watt
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#### Available lamps

1074	Front of House – 20 instruments are suspended from auditorium ceiling above balcony 4 are mounted on vertical bars at each side of auditorium Lamps cannot be adjusted between plays while audience is in auditorium
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#### NOTE

- 14 lamps operated by an on/off switch are suspended overhead just behind the proscenium
- There are 2 light fixtures above the center area of the stage that are virtually useless.

#### **SOUND**

Location of equipment	Back of House – main floor of auditorium
Type	12 channel – 200 watt – stereo mixer
Speakers	Located on wall at each side of stage
Tape Recorders	Two cassette tape decks
Microphones	Six available

#### INTERCOM SYSTEM –

There is none available at the school  
Four wireless headsets will be provided

A DIAGRAM HAS BEEN INCLUDED FOR YOUR CONVENIENCE

## **APPENDIX F ACCOMMODATION INFORMATION FORM**

### **S A M P L E**

EASTERN ONTARIO DRAMA LEAGUE  
One-Act Festival  
Hosted by XYZ Theatre Guild  
(dates, including year)

#### **SUGGESTED ACCOMMODATION FOR FESTIVAL**

Please book your accommodation early and directly with the facility. Where group rates apply, please mention the Drama Festival. A map of Anytown as well as some local event and restaurant information is included.

<b><i>Name of Hotel/Motel</i></b>	<b><i>Rooms</i></b>	<b><i>Rates</i></b>	<b><i>Locations &amp; Comments</i></b>
Maple Motor Inn 84 Smith St East Anytown (phone)	41	<u>Group:</u> \$57/room for 1 or 2 persons. \$7 for another adult in room.	<u>Recommended HQ for EODL</u> Lovely location by the river . Breakfast room. NOTE – Ten rooms will be held for EODL until March 14.
Oak Motel 1074 Smith St W Anytown (phone)	60	\$41.88 S \$48.88 D	Clean, reasonable, dining and fast-food spots nearby. All rooms have 2 queen-sized beds
Birch Bed & Breakfast Harris Road South Anytown (phone)	2	\$30.00 S \$40.00 D	Self-contained apartment with living room, fireplace, 1 twin bedroom & 1 double bedroom with pullout couch for third person.

(etc)

ACCOMMODATION CHAIRMAN:

(Name, Address, Telephone Number and E-mail address)

## APPENDIX G TICKET ORDER FORM

### SAMPLE

EASTERN ONTARIO DRAMA LEAGUE  
One-Act Festival  
Hosted by Anytown Players  
The Collegiate Auditorium, Smith Street

<b>Friday, November x, 20xx</b> 7:30 pm	<b>(Green Room follows final performance)</b> ABC THEATRE GUILD - "The Rain of Terror" DEF PLAYERS - "Patio" GHI THEATRE COMPANY - "Survivors of War"
<b>Saturday, November x, 20xx</b> 2:00 pm	<b>(Green Room follows final evening performance)</b> JKL THEATRE GROUP - Scenes from "Plaza Suite" MNO PLAYERS - "Tea for Two" PQR GUILD - "Happy Trails"
7:30 pm	STU THEATRE COMPANY - "The Dear Departed" CHRISTMAS PLAYERS - "Present Tense" EASTER GUILD - "Dialogue"
<b>Sunday, November x, 20xx</b> 11:00 am	BRUNCH and AWARDS (Collegiate Auditorium)

<u>TICKET PRICES</u>	\$ 8.00 for each set of 3 plays
<u>GREEN ROOMS</u>	\$ 3.00 Friday night and \$ 3.00 Saturday night
<u>BRUNCH &amp; AWARDS CEREMONY</u>	\$30.00
<u>PACKAGE DEAL</u> (includes all of above)	\$50.00

#### Order form:

#### RETURN BY OCTOBER xx, 20xx and PLEASE INCLUDE YOUR NAME & ADDRESS

Make cheque payable to ANYTOWN PLAYERS

Detach order form and return to PAT SMITH, 7 Jones Ave, Anytown, ON K2L 4P1

**PACKAGE DEAL:** QUANTITY: \_\_\_\_\_ @ \$50.00 = \$ \_\_\_\_\_

#### **INDIVIDUAL EVENTS:**

THEATRE TICKETS -	Friday 7:30	_____	@ \$8.00 =	\$ _____
	Saturday 2:00	_____	@ \$8.00 =	\$ _____
	Saturday 7:30	_____	@ \$8.00 =	\$ _____

GREEN ROOMS -	Friday night	_____	@ \$3.00 =	\$ _____
	Saturday night	_____	@ \$3.00 =	\$ _____

BRUNCH & AWARDS CEREMONY	_____	@ \$30.00 =	\$ _____
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**GRAND TOTAL** \$ \_\_\_\_\_

## **APPENDIX H BUDGET**

### **SAMPLE**

EASTERN ONTARIO DRAMA LEAGUE  
One-Act Festival  
Hosted by Anytime Players  
(date, including year)

#### BUDGET

#### **INCOME**

TICKET SALES	3 sessions @ 125 seats @ \$8.00		\$3,000.00
GREEN ROOMS	125 tickets @ \$3.00		\$ 375.00
CASH BAR	Wine & Beer		\$ 550.00
BRUNCH & AWARDS CEREMONY	50 @ \$30.00		\$1,500.00
PACKAGE DEALS	25 @ \$50.00		<u>\$1,250.00</u>
TOTAL PROJECTED INCOME			<b>\$6,675.00</b>

#### **EXPENSES**

<b>SCHOOL RENTAL</b>			
Auditorium	Nov 1 – 8 hrs @ \$15.50	\$124.00	
	Nov 2 – 14 hrs @ \$15.50	<u>\$217.00</u>	
		\$341.00	
Stage Hands	22 hrs @ \$5.40	<u>\$118.80</u>	\$ 459.80
<b>GREEN ROOM</b>			
Bar license (2 nights @ \$60.00)		\$120.00	
Wine (30 bottles @ \$9.00)		\$270.00	
Beer (50 bottles)		\$ 50.00	
Food		<u>\$100.00</u>	\$ 540.00
HOSPITALITY – BACKSTAGE			200.00
BRUNCH & AWARDS CEREMONY			\$2,000.00
<b>PRINTING</b>			
Tickets, programs, posters			\$ 600.00
<b>ADMINISTRATION</b>			
Publicity, copying, postage, supplies			\$1,000.00
FESTIVAL GUARANTEE (8 plays @ \$25.00)			\$ 175.00
STAGE MANAGEMENT			\$ 100.00
CLEANING			\$ 100.00
CONTINGENCY			<u>\$ 300.00</u>
TOTAL PROJECTED EXPENSES			<b>\$5,474.80</b>
<b>PROJECTED PROFIT</b>			<b>\$1,200.20</b>

**APPENDIX I**  
**PEOPLE'S CHOICE AWARD BALLOT**

EASTERN ONTARIO DRAMA LEAGUE  
 One-Act Festival  
 Hosted by Anytime Players  
 (date, including year)

PEOPLE'S CHOICE AWARD  
BALLOT

*Please choose only **ONE** play by placing a checkmark in the "My Choice" column beside the name of the play that was your favourite.*

My choice for the People's Choice Award is -

<b>Performed</b>	<b>Play</b>	<b>Group</b>	<b>My Choice</b>
Friday night	The Rain of Terror	ABC Theatre Co	
	Patio	DEF Theatre Co	
	Survivors of War	GHI Theatre Co	
Saturday afternoon	Plaza Suite	JKL Theatre Co	
	Tea for Two	MNO Theatre Co	
	Happy Trails	PQR Theatre Co	
Saturday evening	The Dear Departed	STU Theatre Co	
	Present Tense	VWX Theatre Co	
	Dialogue	YZ Theatre Co	

*Thanks for participating!*

**APPENDIX J  
EODL ONE-ACT FESTIVAL AWARDS**

**PETERBOROUGH EXAMINER AWARD - Best Visual**

**HELEN R. MCGREGOR AWARD - Adjudicator's Award**

**PETERBOROUGH THEATRE GUILD AWARD - Adjudicator's Award**

**COLIN MAWSON AWARD - Outstanding Student**

**NANCY CHAJKOWSKI MEMORIAL AWARD - Costume Design**

**BELLEVILLE THEATRE GUILD AWARD - Acting Award**

**MAE CARMICHAEL AWARD - Acting Award**

**PAULINE GRANT AWARD - Acting Award**

**NEPEAN LITTLE THEATRE AWARD - Acting Award**

**PENNY ARRIL AWARD - Adjudicator's Award**

**ACADEMY THEATRE FOUNDATION AWARD - Best Director**

**OTTAWA LITTLE THEATRE AWARD - Best Production**

**BRIGHTON BARN THEATRE – People's Choice Award**



## ONE-ACT GUIDELINE UPDATES

<b>DATE</b>	<b>DESCRIPTION of UPDATE</b>
May 2002	Update to "Tickets" section to reflect the 2001 winner of the Theatre Ontario Michael Spence Award
August 2002	Update to One Act Festival Rules at Item 2 to reflect that the minimum running time of a one-act play is 25 minutes
August 2002	Update to One Act Festival Rules at Item 4 to reflect that scripts will not be returned to the entry group unless requested
June 2004	Addition to "Some General Information" section; new Item 3 to reflect that seats should be set aside for Festival Adjudicator and EODL President at Awards Brunch.
June 2004	Update to "Some General Information" section at Item 4 to reflect addition of introducing EODL President during the MC's opening remarks.
June 2004	Update to "Duties of Host Group" section at Item 6 to reflect that Festival Rules and Preliminary Entry Forms should be sent to the EODL group rep rather than to the group's mailing address
June 2004	Update to "Duties of Host Group" section at Item 8 to reflect the addition of a Privacy Consent Form.
June 2004	Addition to "Awards" section; new Item 8 which requests that host group arranges for the services of a Festival photographer
June 2004	Addition to "Awards" section: new item which addresses the Brighton Barn Theatre People's Choice Award; also included a voter's ballot form, at "Appendix J"
June 2004	Addition of "Appendix D" – Privacy Consent Form
June 2004	Addition to "Appendix K" – Awards List – to include the Brighton Barn Theatre People's Choice Award
August 2004	Amendment to "Publicity" section at Item 5, to specify theatre arts teachers at the local <u>schools</u> .
August 2004	Amendment to "Suggested Timing for Tasks" to include 'Privacy Consent Form' as one of the mailings in mid-August.

August 2004	Amendment to "Appendix A" – One Act Festival Rules: Further clarification of "Copyright Infringement" information (based on WODL's policy)
June 2005	Addition to "Awards Ceremony" section: recommendation that festival committee set up a specific table at the awards brunch for EODL President, Festival Chairman, and Adjudicator.
June 2005	Addition to "Stage Management" section and "Appendix A" – One-Act Festival Rules to reflect that only herbal cigarettes are permitted to be smoked on stage during a festival production.
June 2005	Addition to "Some General Information" section to reflect that the Host Group has an automatic 'buy' into the festival and must submit a (non time-sensitive) final entry form.
June 2005	Addition to "Duties of the EODL" section to include the process for determining the exact date and time that Final Entries were posted
June 2005	Addition to "Programs" section to reflect the fact that asterisks should be placed beside the names of all students or first-time directors participating in the festival productions.
June 2005	Clarification to "Final Entry Form" to reflect that students identified for awards purposes should be students attending school up to, but not beyond, the OAC level.
September 2005	Amendment to "Appendix A" – One Act Festival Rules [at Item 4a] and "Appendix C" – Final Entry Form to reflect increase of entry fee to \$50; per motion passed at EODL meeting of September 10, 2005 in Kingston.
April 2006	Addition to "Some General Information" section to reflect the EODL recommendation that the host group arrange for a Special Event 'rider' on their insurance policy
June 2007	Addition to "Adjudications" section, regarding what is expected of an adjudicator during a public adjudication. Included for information purposes only.
June 2007	Addition to "Tickets" section to include the name of the 2007 Michael Spence Award winner.
June 2007	Addition to "One Act Festival Rules" – Total running time is to include any pre- and/or post-production music.
June 2007	Addition to "One Act Festival Rules" to reflect the fact that awards will not be given to any group who breaks a copyright law.
June 2007	Addition to the "Final Entry Form" – Inclusion of a question regarding whether play is suitable for children under 12 years of age.

June 2007	Addition to the “Final Entry Form” – note to remind groups that their EODL membership fees must be paid in full prior to submission of the Final Entry.
January 2008	Addition of the Nancy Chajkowski Memorial Award for costume design to the list of awards at Appendix K.
July 2009	Amendment to “Appendix D” – Privacy Consent Form – to include full addresses of each cast & crew member; Privacy Chairperson will forward this information to EODL Awards Chairperson.
July 2009	Addition of two bullets to the “Tickets” section, pertaining to the Thérèse May Scholarship and the Pat Beharriell Award. In both instances, complimentary tickets to one set of plays should be offered to the winners, so that the EODL President can award them with their certificates and cheques.
July 2009	Amendment to “Appendix C” – Final Entry Form – to clarify definition of a student.
August 2009	Amendment to “Duties of the EODL” – Item #2 – regarding the process of determining the exact date and time the entries were registered.
August 2009	Addition to “Duties of the EODL” – Item #4 – which stipulates that EODL will read all plays to ensure suitability for festival.
August 2009	Addition to “Stage Management” – Item #4 – which stipulates that the Festival Stage Manager should read all plays.
August 2009	Amendment to “Duties of the Host Group” – Item #9 – to clarify who determines the playbill order.
March 2010	Addition to “Tickets” – Item #4 – to clarify that all complimentary tickets are for the plays only and do not include green room tickets nor Awards Brunch tickets.
March 2010	Amendment to “Tickets” – Item #4 – to change the name of the “Therese May Student Scholarship” to the “EODL Student Scholarship”.
March 2010	Revised Appendix D – Privacy Consent Form – to include phone numbers and e-mail addresses of all cast & crew members.
March 2010	Amendment to “Appendix A” – One Act Festival Rules – at Item #4, to clarify that if the parcel size and weight exceeds the Registered Mail restrictions, it can be sent by Xpresspost.
April 2010	Amendment to “Adjudicator’s Escort” – to clarify information that must be supplied to the Adjudicator (second-to-last bullet).

June 2012	Addition to “Tickets” section to include the name of the 2012 Michael Spence Award winner.
September 2012	Replacement of Page 34 – Privacy Consent Cover Letter – to be more all-encompassing.
May 2013	Addition to “Tickets” section to include the name of the 2013 Michael Spence Award winner.
October 2013	Addition to “Tickets” section – Item #4 Complimentary Tickets – to clarify that the host group covers the cost of the brunch tickets for the Adjudicator and his/her guest
April 2014	Amendment to the section regarding complimentary tickets for the Michael Spence Award: <ul style="list-style-type: none"> <li>- To indicate that the first recipient – Joan McRae – has passed away; and</li> <li>- To indicate that EODL will reimburse the host group for the complimentary tickets given to the Michael Spence Award winners.</li> </ul>
August 2014	Amendment to “Some General Information” – Removed Item 6. This item made reference to the fact that the festival chairmen must ‘not write in the festival guidelines books’ and that the book must be returned when the festival is over. With the book now being distributed electronically, that directive is obsolete.
October 2014	Amendment to “Appendix A – One-Act Festival Rules” and “Appendix B – Entry Form” to clarify that only original scripts are accepted; photocopied scripts are not permitted.
October 2014	Amendment to “Appendix A – One-Act Festival Rules” to indicate that one Entry Form is to be submitted for EACH play that a group is entering.
October 2014	Amendment to guidelines to remove the preliminary entry process. Going forward there will only be one entry form. All references to the preliminary entry form are removed, and appropriate appendices are reworked.
April 2015	Addition to the section on “Programs” to indicate that EODL now requires groups to add Bequest information in their programs.
April 2015	Amendment to “Duties of the EODL”, Item 2. Process adjusted to align with Canada Post website.
June 2015	Amendment to “Appendix B – Festival Entry Form” to indicate that EODL Group Membership FEES must be paid in full prior to submission of the festival entry.
June 2015	Amendment to “Duties of the Host Group” and “Duties of the EODL” to reflect that the EODL Festival Liaison is now the person who will be responsible for sending out and receiving the entry forms, etc.

June 2015	Amendment to "Programs" at Item 3, second bullet to indicate that the EODL Executive – INCLUDING Board of Directors – should be listed in the festival program. This change reflects the revised EODL structure.
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